

Introduction to Payroll Reports

General Information

The report and contributions are due within five working days after each regularly occurring payday.

Agencies must report all employees even if they are not a member of a retirement system.

Payroll Report Information

Retirement statutes require your agency to send a payroll report and retirement contributions to MPERA within five *working* days after each regularly occurring payday. Section 19-2-506, MCA provides for a penalty of 9% or \$10.00 a day, whichever is greater, on all late reports.

Reporting agencies must use the MPERA's Web Reporting system and must remit payment via automated clearing house (ACH). The two ways of reporting using the MPERA's Web Reporting system are: (1) the Create Report method; or (2) or Transfer Report method.

Only when the reporting agency does not have access to the internet, payroll information may be reported in one of the approved alternate methods: (1) electronic reporting by computer generated diskette; or (2) hard copy turnaround report.

Detailed descriptions of each reporting method are provided in this chapter.

All reports require the same information. The report should list every employee in your agency. **This does not include any position reported to and paying contributions to Teachers' Retirement System (TRS), optional positions covered under TRS, or university system employees (academic and professional staff) who are eligible only for the Optional Retirement Plan (ORP).** Retirement statutes exclude certain employees from membership and membership may be optional for others. For more information about membership, refer to the Membership Section listed under the specific retirement system chapter in Part II.

If a new employee is receiving a monthly retirement benefit from MPERA, they are considered to be a working retiree and must be reported as a non-contributing employee. See System Requirements for Working Retirees for further reporting information.

The payroll report must reflect the following for each employee, even if not a member of a retirement system.

- **SSN** – Employee's social security number.
- **Last Name** – Employee's last name. Should be the same as the membership card.
- **First Name** – Employee's first name. Should be the same as the membership card.
- **MI** – Employee's middle initial.
- **Term Box** – Must be checked if this is the employee's last reported earnings.

**PAYROLL
SUMMARY
INFORMATION**

- **Earnings** – Gross salary, wages, or compensation paid to the employee for the pay period. Include pay for regular, overtime, sick leave and annual leave used.
- **Contrib.** – Contributions are deducted pre-tax from the employee's salary. Use the employee's gross salary to calculate contributions. Contributions **should not** be withheld on payouts of sick, annual or compensatory leave unless the employee is terminating. Withhold contributions before federal and state taxes. The contribution rate is dependent upon the employee's retirement system. See the System Requirements for appropriate contribution rates.
- **Hours** – All hours for which the employee received pay, salary, or compensation. Include all regular, overtime, sick leave and annual leave hours. You must report hours for all paid compensation so that service can be credited properly.
- **Zero Earn Box** – Must be checked if you are reporting an employee with zero earnings during the pay period.
- **Hourly Rate** – Hourly rate of pay the employee receives.
- **Service Purchases** – Type and amount of service purchase. If you pay your employees more than once a month, the withholding can be reported in a full payment once a month or half of a payment (+/- \$.01) twice a month. If you have three paydays in a month, do not withhold service purchase contributions on the third payday.
- **Full/Part Time** – Indicate whether the employee is (Y) part time or (N) full time.
- **Position Type** – Indicate whether the contributing employee is (P) permanent, (S) seasonal or (T) temporary. If an employee has a gap of three or more months between pay checks list them as 'seasonal'. Use the appropriate value for all of your non-contributing employees (employees who are not retirement system members). The non-contributing value chart is available on our website at <http://mpera.mt.gov/docs/NCNTRBValues.pdf>.
- **Date of Hire** – The first day the employee reports to work with your agency.

The payroll summary, or total page, must reflect the following on your contributing employees only.

- **Count** – Number of contributing members listed on report.
- **Hours** – Total hours of all contributing members reported.
- **Earnings** – Total earnings of all contributing members reported.
- **Employee Contributions** – Total contributions withheld from all employees reported.

- **Service Purchase Contrib** – Total service purchase contributions withheld from all employees reported.
- **Employer Contributions** – The total earnings for contributing members multiplied by the current contribution rate for the employer. The contribution rate is dependent upon the retirement system.
- **Penalty Paid** – Amount of any penalty paid. (Currently not an active field for web reporting)
- **Total Due This Report** – Total Employee, Service Purchase and Employer Contributions due this report. For Paper Reporters this would also include any penalties being paid.
- **Over/Under Balance (Web Only)** – Indicates any amounts owed MPERA or credits due your agency outside of this report.
- **Remitted This Report (Web Only)** – Amount paid this report. This may be different from your total due if other amounts owed MPERA are being paid or credits issued are being used.
- **Over (+)/Short (-) (Web Only)** – Any remaining balance after completing the payroll report.

Web Reporting

Web Reporting Process

System Startup

Hint: Bookmark the MPERA website address. (e.g., add to your favorites list and save to your desktop.)

Security Warnings

Login Screen

To start MPERA Web Reporting, agencies will need access to the internet and Microsoft Internet Explorer (version 5.0 or higher). The following information addresses:

1. System Startup
2. Login
3. Reporting using the Create Report and Transfer Report methods.

See Electronic Reporting section for file specifications.

Using Microsoft Internet Explorer, go to the MPERA Web Site at <http://mpera.mt.gov>. Click on the EMPLOYER WEB REPORTING button located on the right hand side of the home page.

If you are having trouble connecting and you know you have Internet Explorer 5.0 or higher, you may need to reconfigure your Internet Explorer. To reconfigure, click on the CONTACT AND BROWSER INFORMATION button. Follow the instructions that appear.

You may or may not get security warning screens depending on your computer configuration. Always accept security warnings from 'Oracle Corp'.

Login with the user name and password assigned by MPERA..



Change your password the first time you log into the application. To change your password click on the CHANGE PASSWORD button on the left hand side of the Payroll Clerk Main Screen.

Three unsuccessful attempts to enter your password will lock you out. Contact MPERA at 406-444-3154 or toll-free 1-877-275-7372 to have your password reset.

Upon successful login, MPERA's Payroll Clerk Main Screen will be displayed.

NOTE: The Change Contact Information screen may be displayed to update contact information. When you have made any necessary updates click OK.

At the MPERA Payroll Clerk Main Screen, choose the method of reporting you wish to use. There are two methods of reporting available on the web; the Transfer Report method and Create Report Method. The following information is the process for the Create Report method. For information regarding the Transfer Report method, see page 12.

MPERA Payroll Clerk Main Screen

ANGEL MOLYNEAUX
(406) 444-9139
AMOLYNEAUX@MT.GOV

Refresh Screen

View: All Search: Emplr No Search

Emplr No	Employer Name	Report	Type	Status
UN3513	MSU COLLEGE OF TECHNOLOGY - GREAT FAL	01/2009 (1)	457	Action Required - Click Here
UN3513	MSU COLLEGE OF TECHNOLOGY - GREAT FAL	12/2008 (2)	Contributing	Action Required - Click Here
UN3513	MSU COLLEGE OF TECHNOLOGY - GREAT FAL	12/2008 (2)	Non-Contributing	Action Required - Click Here
UN3513	MSU COLLEGE OF TECHNOLOGY - GREAT FAL	12/2008 (1)	ORP	Complete

Address Status

Emplr No	Employer Name	Updated	Status
UN3513	MSU COLLEGE OF TECHNOLOGY - GREAT FAL	01/20/2009	Update/View - Click Here

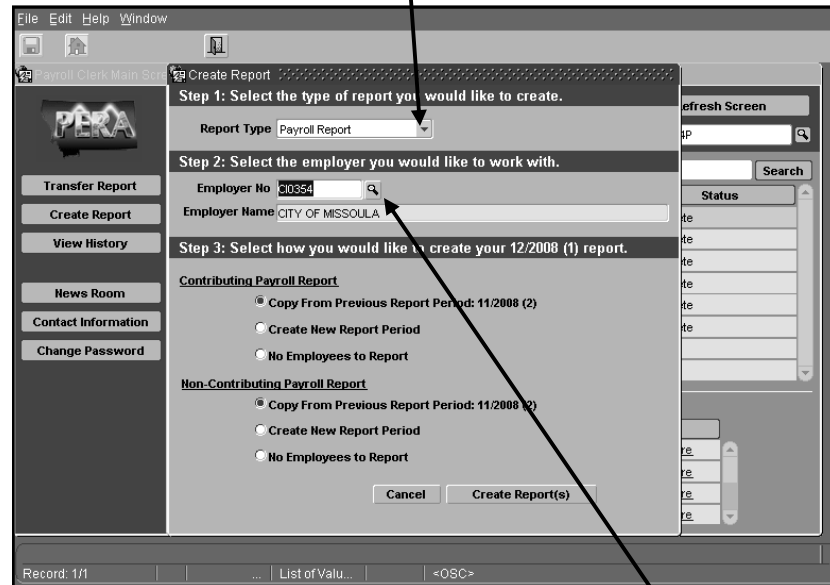
Record: 1/4 <OSC>

Create Report Method

Click on the CREATE REPORT button on the left hand side of the screen.

The CREATE REPORT box will open.

Step 1: Select the type of report you would like to create by clicking on the drop down menu.



Step 2: Select the employer you would like to work with.

Step 3: Select how you would like to create your report. There are three possible ways you can create a report.

1. Copy from Previous Report Period - lists all employee records that were reported on the last report filed.
2. Create New Report Period - creates a blank form for entering employee records.
3. No Employees to Report - creates a no file report when there are no employees to report for the report period. Only certain types of employers may file a no file for their contributing payroll report.

Be sure to check the TERM box for any employee leaving your agency.

If a payroll report is created that requires editing, the report will open to the **Members** tab of your Contributing Report. A reminder message will pop-up: 'Remember to check the TERM check box for any employee leaving your agency'. Click OK to close the message.

File Edit Help Window

Payroll Edit Listing

Employer UN3513 MSU COLLEGE OF TECHNOLOGY - GREAT FALLS Payroll Status UNBALANCED

System 01 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) CRITICAL ERRORS EXIST

Report Period 12/2008 (2) No Non-Contributing Employees Date Created 01/14/2009

Members Member Errors Payroll Summary Payroll Errors

Contributing Members

SSN	Last Name	First Name	MI	Term	Earnings	Contrib.	Hours	Zero Earn	Hourly Rate	Service Purchase	Full/Part Time
507-02-0506	JOHNSON	DUANE ROCK			1,279.99	88.32	80.00		16.00		Full Time
030-20-6040	LEAF	BASIL			1,453.40	100.28	84.00		16.90		Full Time
500-01-0800	MAAS	MERRY CHRIS			1,352.00	93.29	80.00		16.90		Full Time
408-07-0505	MENTRY	ELLA			44.71	3.08	2.65		16.87		Full Time
050-30-5090	O'SHAE	RICK			1,172.45	80.90	61.50		19.06		Part-Time
510-00-0033	PIPE	DWAYNE			1,673.60	115.48	80.00		20.92		Full Time
500-00-8901	SOON	RETIRING			1,983.16	136.84	80.00		24.79		Full Time
517-00-0086	STONE	ROLLIN			1,640.00	113.16	80.00		20.50		Full Time
350-00-9171	THOMPSON	TRAINING JOEL			20.38	1.41	1.35		15.14		Part-Time
500-03-8300	VERHEER	VISHNU			1,352.00	93.29	80.00		16.90		Full Time

Find SSN Find Last Name Add Employee Delete Employee Save Validate Payroll Print Payroll Report

Record: 14/14 <OSC>

Members tab: Provides the ability to view, add, update and delete payroll and contribution information for all contributing employees. You can access additional employee information by sliding the scroll bar at the bottom of the listing. Refer to page 1 of the Payroll Reports chapter for a description of each field.

File Edit Help Window

Payroll Edit Listing

Employer UN3513 MSU COLLEGE OF TECHNOLOGY - GREAT FALLS Payroll Status UNBALANCED

System 01 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) CRITICAL ERRORS EXIST

Report Period 12/2008 (2) No Non-Contributing Employees Date Created 01/14/2009

Members **Member Errors** Payroll Summary Payroll Errors

Employees with Errors

SSN	Last Name	First Name	MI	Term	Earnings	Contrib.	Hours	Zero Earn	Hourly Rate	Service Purchase	Full/Part Time
500-90-0500	BANKS	ROBYN			1,352.00	93.28	80.00		16.90		Full Time
000-82-1459	BURNING	CANDLE			1,074.40	74.13	80.00		13.43		Full Time
400-00-0005	DENOMINATOR	LOIS			327.81	22.62	18.71		17.53		Part-Time
510-80-1500	DODGE	GETTING OUTTA			1,382.40	95.39	80.00		17.28		Full Time
507-02-0506	JOHNSON	DUANE ROCK			1,279.99	88.32	80.00		16.00		Full Time
030-20-6040	LEAF	BASIL			1,453.40	100.28	84.00		16.90		Full Time
500-01-0800	MAAS	MERRY CHRIS			1,352.00	93.29	80.00		16.90		Full Time

Find SSN Find Last Name Delete Employee Save Validate Payroll

Error Messages

Type	SSN	Description
CRITICAL	500-90-0500	Member's hire date cannot be less than the previous payroll report period.
WARNING	500-90-0500	Submit membership card immediately.
WARNING	500-90-0500	Member's name does not exist in the MPERA database.

Record: 1/? <OSC>

Member Errors tab: Lists all contributing employees with errors. Corrections can be made from here or on the **Members** tab.

General Requirements

The screenshot shows the 'Payroll Edit Listing' window. The 'Payroll Summary' tab is selected and circled. The window displays the following information:

- Employer:** UN3513 MSU COLLEGE OF TECHNOLOGY - GREAT FALLS
- System:** 01 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)
- Report Period:** 12/2008 (2)
- Payroll Status:** UNBALANCED
- CRITICAL ERRORS EXIST**
- Date Created:** 01/14/2009

The 'Payroll Summary' section includes the following data:

Members		Employee Contrib		Due This Report	
Count	14		1,111.47		2,244.69
Hours	888.21	Service Purchase		Over/Under Balance	0.00
Earnings	16,108.30	Employer Contrib	1,133.22	Remitted This Report	2,244.69
		Penalty Paid	0.00	Over(+)/Short(-)	0.00

Contribution Rates:

Employee	6.90000%
Employer	7.03500%

Summary Messages:

Type	Description

Buttons: **Print Payroll Report**, **Validate Payroll**

Record: 1/1

Payroll Summary tab: Allows you to view and update the employer summary information as well as view the error messages, if any, associated with the summary.

Review all errors listed on your report. CRITICAL errors must be corrected for your report to process.

The screenshot shows the 'Payroll Edit Listing' window with the 'Payroll Errors' tab selected and circled. The window displays the following information:

- Employer:** UN3513 MSU COLLEGE OF TECHNOLOGY - GREAT FALLS
- System:** 01 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)
- Report Period:** 12/2008 (2)
- Payroll Status:** UNBALANCED
- CRITICAL ERRORS EXIST**
- Date Created:** 01/14/2009

The 'Payroll Errors' section includes the following data:

Type	Description
CRITICAL	EMPLOYER CONTRIBUTION OF \$1,003.22 IS NOT WITHIN THE ACCEPTABLE \$0.99 VARIANCE.
WARNING	THE REMIT AMOUNT OF \$2,244.69 DOES NOT EQUAL THE TOTAL DUE.

Members:

Type	SSH	Description
CRITICAL	000-82-1459	MEMBER'S HIRE DATE CANNOT BE LESS THAN THE PREVIOUS PAYROLL REPORT PERIOD.
CRITICAL	030-20-6040	MEMBER'S HIRE DATE CANNOT BE LESS THAN THE PREVIOUS PAYROLL REPORT PERIOD.
CRITICAL	050-30-5090	MEMBER'S HIRE DATE CANNOT BE LESS THAN THE PREVIOUS PAYROLL REPORT PERIOD.
CRITICAL	350-00-9171	MEMBER'S HIRE DATE CANNOT BE LESS THAN THE PREVIOUS PAYROLL REPORT PERIOD.
CRITICAL	400-00-0005	MEMBER'S HIRE DATE CANNOT BE LESS THAN THE PREVIOUS PAYROLL REPORT PERIOD.
CRITICAL	408-07-0505	MEMBER'S HIRE DATE CANNOT BE LESS THAN THE PREVIOUS PAYROLL REPORT PERIOD.
CRITICAL	500-00-8901	MEMBER'S HIRE DATE CANNOT BE LESS THAN THE PREVIOUS PAYROLL REPORT PERIOD.
CRITICAL	500-01-0800	MEMBER'S HIRE DATE CANNOT BE LESS THAN THE PREVIOUS PAYROLL REPORT PERIOD.
CRITICAL	500-03-8300	MEMBER'S HIRE DATE CANNOT BE LESS THAN THE PREVIOUS PAYROLL REPORT PERIOD.

Buttons: **Print Messages**

Record: 1/7

Payroll Errors tab: Lists all employee and employer error messages associated with this report.

Service Purchase Data

After you have made necessary changes or corrections to payroll information, click the SAVE button. See page 11 for error messages.

To Add or Change Service Purchase Data, click on the **Members** tab.

- Highlight the record of the affected employee.
- Click on the magnifying glass to the right of the Service Purchase field. The below window pops up.

Service Purchase Type	Amount
1-FOR-5	32.07

To add a service purchase:

- Click on the magnifying glass and highlight the service purchase type being reported. Click OK.
- Enter the full or half-payment amount withheld for the service purchases. The amount entered must be the same as the contract signed by the employee. Do not enter service purchase information until you receive an approved contract from MPERA. Click OK.

To add another service purchase, click on the Add a New Record button. Follow previous instructions.

To delete a service purchase:

- Highlight the service purchase record and click on the DELETE SELECTED RECORD button. A message will pop up: **'Are you sure you want to delete the buyback type of _____.'** Click Yes.
- Do not delete service purchase contracts until you receive notification from MPERA.
- Once the change is complete, click OK.

To exit this area without saving, click on Cancel.

General Requirements

Add a New Employee

To add new employees, click on the **ADD EMPLOYEE** button located on the bottom of the **Members** tab. This will create an open line for entry.

- Enter all required information.
- Review the selected entries and click on Save

Completing Your Payroll Report

Click on the **Payroll Summary** tab. Enter the totals for Earnings and Contributions for contributing employees only. Enter the amount of check/payment in the 'Remitted This Report' box. This should match the Total Due field unless there is an over/under balance.

Payroll Edit Listing

Employer: UN3513 MSU COLLEGE OF TECHNOLOGY - GREAT FALLS
System: 01 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)
Report Period: 12/2008 (2) ☐ No Non-Contributing Employees
Payroll Status: UNBALANCED
CRITICAL ERRORS EXIST
Date Created: 01/14/2009

Members Member Errors Payroll Summary Payroll Errors

Payroll Summary

Members	
Count	14
Hours	888.21
Earnings	16,108.30

Employee Contrib	1,111.47	Due This Report	2,244.69
Service Purchase		Over/Under Balance	0.00
Employer Contrib	1,133.22	Remitted This Report	2,244.69
Penalty Paid	0.00	Over(+)/Short(-)	0.00

Contribution Rates

Employee	6.90000%
Employer	7.03500%

Summary Messages

Type	Description

Print Payroll Report Validate Payroll

Record: 1/1 <OSC>

Validate Payroll

Click on the **VALIDATE PAYROLL** button. A message will pop up that says 'Payroll is error free – authorize ACH payment' or 'Payroll is error free – awaiting payment to be **BALANCED**. Next report period is _____.’ Click OK. Any other messages indicate there are errors that still need to be corrected.

Error Messages

*All **critical** errors MUST be corrected to process your payroll report.*

NOTE: Payroll reports cannot be printed until payment has been posted by MPERA.

To review error messages, click on **Payroll Errors tab**. The top section refers to errors on the **Payroll Summary tab**. The bottom section refers to the errors on the **Members tab**. Correct all critical errors to finalize your payroll report.

The payroll WILL process if the WARNING error types are NOT corrected. These errors are usually due to a missing membership card, or when a name listed on the payroll report is different than on MPERA's database.

Revalidate after making the corrections. If you need assistance, contact MPERA.

If you pay by ACH, go to page 17.

To submit payment by check, go to the **Payroll Summary tab** and take a screen print of the total page. (See Chapter 5 - Additional Reporting Information for instructions.)

Attach check to screen print. Make sure the amount of the check matches the remitted amount indicated on the **Payroll Summary tab**. Mail the check and screen print to MPERA.

TO RETURN TO THE MPERA PAYROLL CLERK MAIN SCREEN, CLICK ON THE GREEN HOUSE ICON.

Transfer Report Method

The following information is the process for the Transfer Report method. From MPERA's Payroll Clerk Main Screen, click on the TRANSFER REPORT button on the left hand side of the screen. The following box will be displayed:

Report	Type	Status
12/2008 (1)	Contributing	Complete
12/2008 (1)	ORP	Complete
12/2008 (2)	457	Complete
12/2008 (2)	Non-Contributing	Complete

Select the type of report to be transferred and click on the TRANSFER AND LOAD button. The following window will be displayed.

Employer Web Reporting

The file transfer and load process is now combined into one step. You are no longer required to "Load Data" through the Employer Web Reporting Application.

Please select the file that you would like to upload:

Browse...

Submit

You will need to know where your electronic file is located on your PC or network.

Select the BROWSE button.

Navigate through the directory structure and locate the payroll file for transfer. Select the file by double clicking on it. The file path will appear in the Browse window.

Click on the SUBMIT button and wait for the screen which confirms the file has been successfully transferred, loaded and validated. If you get a message that errors were found, correct the errors and transfer your file again. If you need assistance, contact MPERA. If there are no errors, close the window and finalize your payroll through the reporting application.

If you have 500 or more employees to report, the payroll file will take some time to load.

Verify Contributing Payroll Report

Be sure to check the TERM box for any employee leaving your agency.

Additional information is accessible by sliding the scroll bar at the bottom of the listing.

NOTE: If you are reporting more than 500 members, a window will appear requesting an e-mail address. Enter your e-mail address and click SUBMIT to validate your file. You will receive an e-mail from MPERA when the validation is complete. You may then verify your payroll.

To verify the information on the transferred payroll file, click on the REFRESH SCREEN button on the Payroll Clerk Main Screen. Select the report you wish to view by clicking on the blue “Action Required - Click Here”.

The payroll report will open and a reminder message will pop-up: ‘Remember to check the TERM check box for any employee leaving your agency’. Click OK to close the message.

There are four tabs within the contributing payroll report area.

Payroll Edit Listing

Employer: UN3513 MSU COLLEGE OF TECHNOLOGY - GREAT FALLS Payroll Status: UNBALANCED

System: 01 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) CRITICAL ERRORS EXIST

Report Period: 12/2008 (2) No Non-Contributing Employees Date Created: 01/14/2009

Members Member Errors Payroll Summary Payroll Errors

Contributing Members

SSN	Last Name	First Name	MI	Term	Earnings	Contrib.	Hours	Earn	Rate	Service	Purchase	Full/Part Time
507-02-0506	JOHNSON	DUANE ROCK			1,279.99	88.32	80.00		16.00			Full Time
030-20-6040	LEAF	BASIL			1,453.40	100.28	84.00		16.90			Full Time
500-01-0800	MAAS	MERRY CHRIS			1,352.00	93.29	80.00		16.90			Full Time
408-07-0505	MENTRY	ELLA			44.71	3.08	2.65		16.87			Full Time
050-30-5090	O'SHAE	RICK			1,172.45	80.90	61.50		19.06			Part-Time
510-00-0033	PIPE	DWAYNE			1,673.60	115.48	80.00		20.92			Full Time
500-00-8901	SOON	RETIRING			1,983.16	136.84	80.00		24.79			Full Time
517-00-0086	STONE	ROLLIN			1,640.00	113.16	80.00		20.50			Full Time
350-00-9171	THOMPSON	TRAINING JOEL			20.38	1.41	1.35		15.14			Part-Time
500-03-8300	VERHEER	VISHNU			1,352.00	93.29	80.00		16.90			Full Time

Find SSN Find Last Name Add Employee Delete Employee Save Validate Payroll Print Payroll Report

Record: 14/14 <OSC>

Members tab: Provides the ability to view, add, update and delete payroll and contribution information for all contributing employees. You can access additional employee information by sliding the scroll bar at the bottom of the listing. Refer to page 1 of the Payroll Reports chapter for a description of each field.

General Requirements

The screenshot shows the 'Payroll Edit Listing' window. The 'Member Errors' tab is selected and circled. The window displays a table of employees with errors and a list of error messages.

SSN	Last Name	First Name	MI	Term	Earnings	Contrib.	Hours	Zero Earn	Hourly Rate	Service Purchase	Full/Part Time
500-90-0500	BANKS	ROBYN			1,352.00	93.28	80.00		16.90		Full Time
000-82-1459	BURNING	CANDLE			1,074.40	74.13	80.00		13.43		Full Time
400-00-0005	DENOMINATOR	LOIS			327.81	22.62	18.71		17.53		Part-Time
510-80-1500	DODGE	GETTING OUTTA			1,382.40	95.39	80.00		17.28		Full Time
507-02-0506	JOHNSON	DUANE ROCK			1,279.99	88.32	80.00		16.00		Full Time
030-20-6040	LEAF	BASIL			1,453.40	100.28	84.00		16.90		Full Time
500-01-0800	MAAS	MERRY CHRIS			1,352.00	93.29	80.00		16.90		Full Time

Find SSN Find Last Name

Delete Employee Save Validate Payroll

Error Messages

Type	SSN	Description
CRITICAL	500-90-0500	Member's hire date cannot be less than the previous payroll report period.
WARNING	500-90-0500	Submit membership card immediately.
WARNING	500-90-0500	Member's name does not exist in the MPERA database.

Record: 1/2

Member Error tab: Lists all contributing employees with errors. Corrections can be made from here or on the **Members** tab.

The screenshot shows the 'Payroll Edit Listing' window. The 'Payroll Summary' tab is selected and circled. The window displays a summary of payroll data and contribution rates.

Members			
Count	14	Employee Contrib	1,111.47
Hours	888.21	Service Purchase	
Earnings	16,103.50	Employer Contrib	1,133.22
		Penalty Paid	0.00

Due This Report	
Due This Report	2,244.69
Over/Under Balance	0.00
Remitted This Report	2,244.69
Over(+)/Short(-)	0.00

Contribution Rates

Employee	6.900000%
Employer	7.035000%

Print Payroll Report Validate Payroll

Summary Messages

Type	Description

Record: 1/1

Payroll Summary tab: Allows you to view and update the employer summary information as well as view the error messages, if any, associated with the summary.

Review all errors listed on your report. CRITICAL errors must be corrected for your report to process.

The screenshot shows the 'Payroll Edit Listing' window. At the top, there are fields for 'Employer' (UN3513), 'System' (01), 'Report Period' (12/2008), and 'Payroll Status' (UNBALANCED). Below these fields are tabs for 'Members', 'Member Errors', 'Payroll Summary', and 'Payroll Errors'. The 'Payroll Errors' tab is highlighted with a red circle. The 'Payroll Summary' tab shows a list of errors with columns for 'Type' and 'Description'. The 'Members' tab shows a list of members with columns for 'Type', 'SSN', and 'Description'. The status 'CRITICAL ERRORS EXIST' is displayed in the top right corner.

Payroll Errors tab: Lists all employee and employer error messages associated with this report.

Completing Your Contributing Payroll Report

Error Messages

IMPORTANT: Verify that you have transferred the correct payroll file by checking your summary totals.

If errors are detected based on editing requirements, a message will appear in the upper right corner that say "Critical Errors Exist".

To review error messages, click on **Payroll Errors tab**. The top section refers to errors on the **Payroll Summary tab**. The bottom section refers to the errors on the **Members tab**. Correct all critical errors to finalize your payroll report.

Revalidate after making the corrections. If you need assistance, contact MPERA.

The payroll WILL process if the WARNING error types are NOT corrected. These errors are usually due to a missing membership card, or when a name listed on the payroll report is different than on the MPERA database.

Validate Payroll

Once all critical errors have been corrected, click on the **Payroll Summary tab** to verify the totals for Earnings, Contributions and Total Due for contributing employees only. If the totals are correct, enter the amount of check/payment in the 'REMITTED THIS REPORT' box. This should match the Total Due unless there is an over/under balance.

General Requirements

NOTE: Payroll reports cannot be printed until payment has been posted by MPERA.

The screenshot shows the 'Payroll Edit Listing' window. The 'Payroll Summary' tab is selected. The 'Members' section shows a count of 14, hours of 888.21, and earnings of 16,108.30. The 'Contribution Rates' section shows an employee rate of 6.90000% and an employer rate of 7.03500%. The 'Summary Messages' section is empty. The 'Validate Payroll' button is highlighted with a red arrow.

Click on the VALIDATE PAYROLL button. A message will pop up that says 'Payroll is error free – authorize ACH payment' or 'Payroll is error free – awaiting payment to be **BALANCED**. Next report period is ____.' Click OK. Any other messages indicate errors that need to be corrected.

If you pay by ACH, go to page 17.

To submit payment by check go to the **Payroll Summary** tab and take a screen print of the total page. (See Chapter 5 - Additional Reporting Information for instructions.)

Attach check to screen print. Make sure the amount of the check matches the remitted amount indicated on the **Payroll Summary** tab. Mail the check and screen print to MPERA..

TO RETURN TO THE MPERA PAYROLL CLERK MAIN SCREEN, CLICK ON THE GREEN HOUSE ICON.

Once a Payroll is error free, select the AUTHORIZE ACH button on the right side of the **Payroll Summary** tab.

If you are authorizing your payment prior to your due date (5 working days after each regularly occurring payday), a message will pop up allowing you to select the date on which your ACH Payment will be authorized. Select the date you wish the payment to be authorized and click on the AUTHORIZE PAYMENT button. If you are processing your payment on the due date or later you will not be given this option.

The screenshot shows the 'Payroll Edit Listing' window with the 'Payroll Summary' tab selected. The window displays the following data:

Members		Employee Contrib		Due This Report		ACH Payment	
Count	255	Employee Contrib	27,000.11	Due This Report	54,136.98	Authorized	<input type="checkbox"/>
Hours	19,478.73	Service Purchase		Over/Under Balance	0.00	Processed	<input type="checkbox"/>
Earnings	391,303.10	Employer Contrib	27,136.87	Remitted This Report	54,136.98	Authorize ACH	<input type="checkbox"/>
		Penalty Paid		Over(-)/Short(+)	0.00		

Contribution Rates:

Employee	6.90000%
Employer	6.93500%

Summary Messages:

Type	Description
WARNING	The ACH payment must be authorized.

Buttons: Print Payroll Report, Validate Payroll

Record: 1/1

IMPORTANT: Be sure the funds are in the correct account before submitting your ACH payment.

A message will pop up stating your ACH payment has been successfully authorized and payroll is ready to be posted. Click OK.

If the ACH payment has not been postponed, the status field in the upper right hand corner of the screen will indicate "Balanced". If the ACH has been postponed, the status will read "Unbalanced".

Select the PRINT PAYROLL REPORT button at the bottom of the page to print a copy of the report.

Return to the Payroll Clerk Main Screen to complete your Non-Contributing Payroll Report.

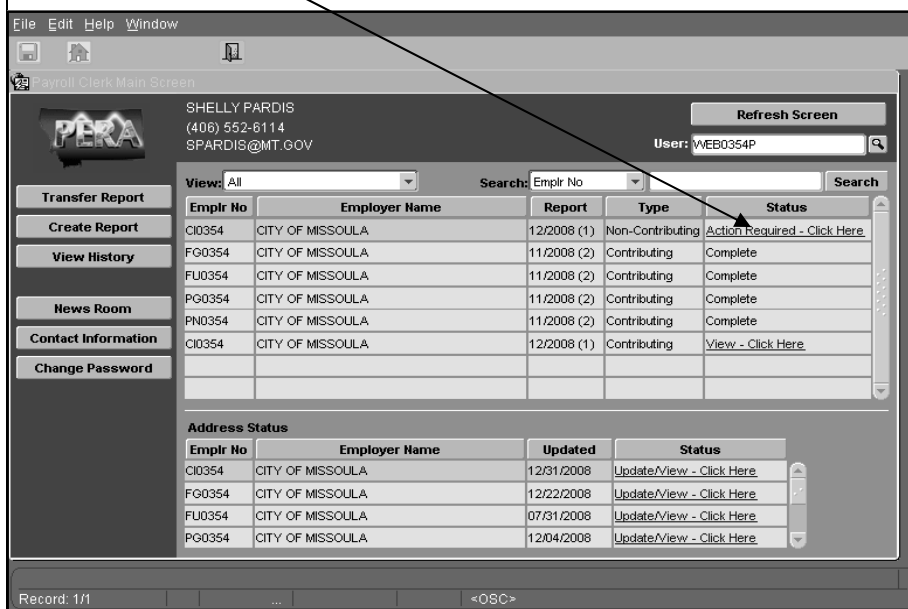
TO RETURN TO THE MPERA PAYROLL CLERK MAIN SCREEN, CLICK ON THE GREEN HOUSE ICON.

General Requirements

Reporting Non-Contributing Employees

NOTE: If your payroll software is not set up to include non-contributing employee payroll information in the file, you will need to manually enter the information the first time you report non-contributing employees. For subsequent payrolls, you will be able to use the Copy Forward feature to copy the non-contributing employee payroll data from the previous report period.

At the Payroll Clerk Main Screen, select the report you wish to complete by clicking on the blue “Action Required-Click Here” next to that report.



The screenshot shows the 'Payroll Clerk Main Screen' interface. At the top, there's a header with the user's name 'SHELLY PARDIS', contact info '(406) 552-6114' and 'SPARDIS@MT.GOV', and a 'Refresh Screen' button. Below this is a search bar with 'Emplr No' and a search button. The main content area features a table with columns: Emplr No, Employer Name, Report, Type, and Status. The first row is highlighted, showing 'CI0354', 'CITY OF MISSOULA', '12/2008 (1)', 'Non-Contributing', and 'Action Required - Click Here'. Other rows show various reports with 'Complete' status. A sidebar on the left contains links like 'Transfer Report', 'Create Report', 'View History', 'News Room', 'Contact Information', and 'Change Password'. At the bottom, there's an 'Address Status' table and a 'Record: 1/1' indicator.

Emplr No	Employer Name	Report	Type	Status
CI0354	CITY OF MISSOULA	12/2008 (1)	Non-Contributing	Action Required - Click Here
FG0354	CITY OF MISSOULA	11/2008 (2)	Contributing	Complete
FU0354	CITY OF MISSOULA	11/2008 (2)	Contributing	Complete
PG0354	CITY OF MISSOULA	11/2008 (2)	Contributing	Complete
PN0354	CITY OF MISSOULA	11/2008 (2)	Contributing	Complete
CI0354	CITY OF MISSOULA	12/2008 (1)	Contributing	View - Click Here

Emplr No	Employer Name	Updated	Status
CI0354	CITY OF MISSOULA	12/31/2008	Update/View - Click Here
FG0354	CITY OF MISSOULA	12/22/2008	Update/View - Click Here
FU0354	CITY OF MISSOULA	07/31/2008	Update/View - Click Here
PG0354	CITY OF MISSOULA	12/04/2008	Update/View - Click Here

When the report opens, a reminder will pop up reading “Remember to check the term checkbox for any employee leaving your agency”. Click OK to exit this message and be sure to mark the term checkbox for this type of employee.

When you load a payroll file that does not include non-contributing employees or select Create New Report, a blank form will be created.

When you load a payroll file that includes non-contributing employees, the information will appear in the form.

If you do not have non-contributing employees to report that report period, check the “No Non-Contributing Employees to Report” checkbox.

If you select Copy From Previous Report Period, information from your previous report will be populated into the new report.

Reporting Non-Contributing Employees

File Edit Help Window

Non-Contributing Employee Payroll Edit

Employer: C0354 CITY OF MISSOULA Payroll Status: NEW

System: 01 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

Report Period: 12/2008 (1) No Payroll Filed Copy from Previous Report Print Report

Non-Contributing Employees' Payroll Payroll Errors

Have all employees been entered for this report period? Yes No

View: All Employees Search: SSN Search

	SSN	Last Name	First Name	MI	Zero Earn	Earnings	Hours	Hourly Rate	Part Time	Hire Date	Term	NT
Edit	987-65-4321	DYLAN	BOB		<input type="checkbox"/>	350.00	35.00	10.00	<input type="checkbox"/>	01/05/1965		O
Edit	123-45-6789	WHITE	BARRY	D	<input type="checkbox"/>	100.00	10.00	10.00	<input type="checkbox"/>	10/02/2007		E
Edit					<input type="checkbox"/>				<input type="checkbox"/>			
Edit					<input type="checkbox"/>				<input type="checkbox"/>			
Edit					<input type="checkbox"/>				<input type="checkbox"/>			
Edit					<input type="checkbox"/>				<input type="checkbox"/>			
Edit					<input type="checkbox"/>				<input type="checkbox"/>			
Edit					<input type="checkbox"/>				<input type="checkbox"/>			

Employee Count: 2
Total Earnings: 450.00

Add Delete Check zero earnings for all employees Validate Payroll

Record: 1/2 <OSC>

Non-Contributing Employees' Payroll tab: Provides the ability to view, add, update and delete payroll information for all non-contributing employees. You can access additional employee information by sliding the scroll bar at the bottom of the listing. Refer to page 1 of the Payroll Reports chapter for a description of each field.

File Edit Help Window

Non-Contributing Employee Payroll Edit

Employer: C0354 CITY OF MISSOULA Payroll Status: INCOMPLETE

System: 01 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

Report Period: 12/2008 (1) Print Report

Non-Contributing Employees' Payroll Payroll Errors

Payroll Status: The payroll is incomplete. Critical errors exist.

Critical Errors

	SSN	Name	Description
Edit	987-65-4321	DYLAN, BOB	Invalid working retiree. A retiree must meet the following conditions to be considered a wv...
Edit			
Edit			
Edit			

Warnings

	SSN	Name	Description
Edit			
Edit			
Edit			

Print Messages Validate Payroll

Record: 1/1 <OSC>

Payroll Errors tab: Lists all employee error messages associated with this report.

Completing Your Non-Contributing Payroll Report

To update information on the **Non-Contributing Payroll** tab:

- Click on the EDIT button to edit an existing employees information.
- Click on the ADD button to add a new employee.
- Click on the DELETE button to delete an existing employee.

Use the appropriate NCE Status and Reason for all of your non-contributing employees. The non-contributing value chart is available on our website at <http://mpera.mt.gov/docs/NCNTRBValues.pdf>.

	SSN	Last Name	First Name	MI	NCE Status	NCE Reason	Error	Exist
Edit	987-65-4321	DYLAN	BOB		OPTIONAL	ELECTED OFFICIALS FOR LOCAL GO		<input checked="" type="checkbox"/>
Edit	123-45-6789	WHITE	BARRY	D	EXCLUDED	APPOINTED MEMBERS OF BOARD PA		<input type="checkbox"/>
Edit								

Once all updates are complete, click on the **VALIDATE PAYROLL** button. View errors on the **Payroll Errors** tab. All **critical** errors must be corrected.

When all corrections and updates are complete, click on the YES radio button to answer the question “Have all employees been entered for this report period?”. The status in the right hand corner will say “Complete when all critical errors are resolved.

TO RETURN TO THE MPERA PAYROLL CLERK MAIN SCREEN, CLICK ON THE GREEN HOUSE ICON.

Paper Reporting Method

Page One: Main Member Section

Make all corrections in RED above the incorrect information.

Make sure the date at the top of the form is the same as the pay day being reported.

The following section explains how to report using the turnaround paper report method (GABA Payroll Report). You may only use this method if approved by MPERA.

MPERA will provide the agency with the turnaround payroll forms after receipt of the previous report. The new report is an image of the previously submitted report. If an employee's information is the same as the previous report, no changes are needed.

The following paragraphs discuss procedures for correcting items on the Main Member Section of the GABA Payroll Report.

Salary, Contributions, Hours, Hourly Rate and Indicators:

- Draw a line through incorrect salary, contribution, hours, hourly rate, and/or indicators. Above the lined out information, print the corrections in **red**. When only one digit of an item is wrong, line through and rewrite the entire item.
- If an employee did not earn any salary for the pay period, draw lines through the old salary, contributions, and hours **and write zeros above these**.
- Write the word terminated, retired, or deceased above the last name if the employee will no longer be on the payroll. **DO NOT** line through the name or social security number. You must note this on the report with the employee's **final** salary payment.

Name Changes:

- For name changes or corrections, draw a line through the incorrect name and write the correct name above. If the last name is incorrect, you do not need to line through the whole name, just the last name. **DO NOT** line through the social security number. A new membership card **must** also be completed.

Social Security Number (SSN):

- Correct the SSN by writing the correct number in **red** above. **Do not line through the SSN listed.**
- Verify the SSN with the employee before submitting the change to MPERA. If the SSN is also wrong on the membership card, a corrected card must be completed and sent to MPERA.

**Page Two:
Non-Contributing
Employees Section**

The following paragraphs discuss procedures for correcting items on the Non-Contributing Employee Section of the GABA Payroll Report.

Salary, Hours, Hourly Rate, Indicators and Reason Codes:

- Draw a line through incorrect salary, hours, hourly rate, indicators and reason code. Above the lined out information, print the corrections in **red**. When only one digit of an item is wrong, line through and rewrite the entire item.
- If an employee did not earn any salary for the pay period, draw lines through the old salary, and hours **and write zeros above these**.
- Write the word terminated, retired, or deceased above the last name if the employee will no longer be on the payroll. **DO NOT** line through the name or social security number. You must note this on the report with the employee's **final** salary payment.

Name Changes:

- For name changes or corrections, draw a line through the incorrect name and write the correct name above. If the last name is incorrect, you do not need to line through the whole name, just the last name. **DO NOT** line through the social security number.

Social Security Number (SSN):

- Correct the SSN by writing the correct number in **red** above. **Do not line through the SSN listed.**
- Verify the SSN with the employee before submitting the change to MPERA. If the SSN is also wrong on the membership card, a corrected card must be completed and sent to MPERA.

**Page Three:
New Employee
Section**

You must initially report new members and non-contributing employees on the New Employee page. The Main Member and Non-Contributing Employee sections should list all current employees, but if an employee is not listed, report the employee as a new member. **Do not** place information on a new employee in the Main Member or Non-Contributing Employee section of the report.

The New Employee section is similar to the Main Member and Non-Contributing Employee sections and requires the same information. An entry for a new employee may contain two lines of information. The first line contains information about the new employee, employment and financial information. All information is required. If the new employee does not have a middle initial, leave it blank. **Double check the SSN** with the employee's social security card to ensure it is correct and matches the number on the membership card.

For each new employee, you must provide the following information if applicable. Refer to page 1 of the Payroll Reports chapter for an explanation of each item.

You must submit a membership card for each contributing employee listed in the New Member Section.

First line:

**SSN - LAST NAME - FIRST NAME - MI - EARNINGS -
CONTRIBUTIONS - HOURS - HOURLY RATE -
HIRE DATE - PT (Full/Part-Time) - SSNL (Position Type) -
NCE REASON CODE**

Second line:

SERVICE PURCHASES: TYPE AND AMOUNT

You must complete the second line if the new employee is making a service purchase. New employees rarely start a service purchase upon being hired. You must submit a membership card for each contributing employee listed in the New Employee section. When you receive your next GABA Payroll Report, it will list the new employee's name in the Main Member or Non-Contributing Employee section of the report.

**Page Four:
Total Page**

The Total Page is a summary of your employee count, earnings, contributions, hours and additional service purchase contributions.

The “Total” Page is a summary of your contributing employee count, earnings, member contributions, hours and service purchases contributions. You must complete the items for the pay period being reported. Each field requires an entry and the following paragraphs explain the entries.

- **EMPLOYEE COUNT** - The total number of employees reflected in this report.
- **EARNINGS** - Total earnings of all employees reported.
- **HOURS** - Total hours of all employees reported.
- **EMPLOYEE CONTRIBUTIONS WITHHELD** - The total contributions withheld from all employees.
- **SERVICE PURCHASES CONTRIBUTIONS WITHHELD** - The total contributions withheld for all employees who are purchasing service.
- **EMPLOYER CONTRIBUTIONS** - The total earnings times the current contribution rate for the employer. The contribution rate is dependent upon the retirement system.
- **PENALTY** – The amount of the penalty being paid for late reports.
- **TOTAL DUE** - Total employee, service purchase, and employer contributions withheld, including any Penalty paid.
- **NCE INDICATOR** - Answer YES or No to the question Do you have non-contributing employees? Failure to answer this question may delay the processing of your report.

The last item will be the signature and phone number of the person preparing the payroll report. You **must** provide this information.

Employers reporting by paper must mail the report and a check directly to MPERA at:

MPERA
PO Box 200131
Helena, MT 59620-0131

Computer Diskette Reporting Method

This section explains how to report using the computer generated diskette reporting method. You may only use this method if approved by MPERA.

If you use payroll software, consult with your vendor to determine if the software produces a payroll reporting file that is compatible with MPERA's requirements. (See Chapter 4 - **Electronic Reporting** for file specifications.)

The diskette **must** be 3 ½ - inch, double sided, high density with a fixed record length of 80 bytes. It must have an external label with the following information:

- 1) Sender: agency name, employer number, and phone number.
- 2) Description: MPERA payroll, payday and year reported.

If you do not have any non-contributing employees to report you must include a signed memo stating that you don't.

Employers reporting by diskette must mail their diskette, a hard copy of the payroll report and a check directly to MPERA.

MPERA
PO BOX 200131
HELENA MT 59620-0131